



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL PERSONNEL  
701 SOUTH COURTHOUSE ROAD  
ARLINGTON VA 22204-2472

1212  
Ser 00/114081  
29 Jul 15

MEMORANDUM FOR DEPUTY CHIEF OF NAVAL PERSONNEL

Subj: PROBATIONARY OFFICER CONTINUATION REDESIGNATION BOARD  
BUSINESS RULES

Ref: (a) ASN (M&RA) memo of 16 Dec 14  
(b) CHNAVPERS memo 1212 Ser 00/019 of 14 Feb 13  
(c) 10 U.S.C. §630  
(d) 10 U.S.C. §647  
(e) 10 U.S.C. §14503  
(f) DoD Instruction 1332.30 of 25 November 2013  
(g) SECNAVINST 1920.6C  
(h) MILPERSMAN 1212-010  
(i) MILPERSMAN 1001-020  
(j) CHNAVPERS memo 1900 of 7 Feb 12

Encl: (1) Pre-Board Notification Example Letter  
(2) POCR Board Decision Matrix  
(3) Post Board Retain (ADL Redesignate Notification)  
(4) Post Board Separate/Redesignate (FTS) Notification  
Example  
(5) Post Board Separate/Redesignate (IRR/SELRES)  
Notification Example Letter  
(6) Post Board Separate (ADL) Notification Example Letter

1. Purpose. This memorandum outlines the delegation and execution procedures for authorities identified in reference (a). Reference (b) is hereby cancelled.

2. Background

a. Assistant Secretary of the Navy (Manpower and Reserve Affairs), via reference (a), acting under the authority of references (c) through (g), approved the extension and expansion of the force shaping authority.

b. This memorandum delegates authority and provides execution procedures to discharge or release (hereafter referred to as "separate") from active duty, as appropriate, probationary officers for force shaping purposes. This memorandum, delineating Probationary Officer Continuation Redesignation (POCR) board business rules, as well as any associated POCR

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board precepts, shall be reviewed every three years. Upon approval, these POCR board business rules, as well as any associated POCR board precepts, shall be continued for a period not to exceed three years. The next review shall be completed no later than 1 October 2018.

3. Policy

a. Navy's policy is to access the nation's best and brightest candidates into the officer corps and through training, education, and leadership develop them into future leaders.

b. Navy is obliged to ensure officer communities maintain the required number of officers to meet the Navy's mission, today and in the future, while remaining within authorized end strength and manpower personnel funding levels.

c. Consequently, it is necessary to separate officers who no longer have viable career paths or who do not possess unique and critical skills that could be utilized in another designator.

d. Officers will be reviewed by a POCR board if they do not complete initial training, obtain required qualifications, or are unable to complete their initial operational assignments.

4. Responsibilities

a. Chief of Naval Personnel (CNP), in coordination with Naval Special Warfare Command and Naval Reactors (NR), is final approval authority for separation of probationary officers who are special warfare qualified or who possess a nuclear propulsion additional qualification designation (AQD) or are currently undergoing initial nuclear propulsion training.

b. Deputy Chief of Naval Personnel (DCNP) will:

(1) Subject to CNP responsibility discussed above, hold overall responsibility for execution of POCR boards, including final decision authority to redesignate or separate probationary officers based on the needs of the Navy. This authority may not be further delegated.

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(2) Advise probationary officers of the program and what actions or shortcomings on their part will result in their involuntary separation. This authority is delegated to the respective detailee and/or officer community manager (OCM).

(3) Ensure affected officers and their commanding officers (CO) are given timely notification of required separation action.

(4) Confirm each identified officer satisfies the criteria per this memorandum.

c. Director, Military Personnel Plans and Policy (OPNAV N13) will:

(1) Revise policy for management and execution of POGR boards.

(2) In coordination with Manpower, Personnel, Training and Education Resource Management Division (OPNAV (N10)), end strength planners and Bureau of Naval Personnel Community Management (BUPERS-3) community managers, reach a balance between accession requirements and end strength constraints to determine when Navy manning needs require the separation or redesignation of officers described in paragraph (6), and advise CNP.

d. Assistant Commander, Navy Personnel Command (PERS-4) will:

(1) Coordinate with BUPERS-3 to ensure eligibility criteria listed in paragraph (6) is reviewed and amended as appropriate.

(2) Coordinate with BUPERS-3 to identify all probationary officers within each community who fall into the categories listed in paragraph (6) within 60 days of notification of failure to obtain/removal of qualification or certification.

(3) Serve as the candidates' representative during the POGR board, providing package briefing including career history

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and any other information which will assist the board in its decision.

(4) When the POCR board results are approved by DCNP, PERS-4 Detailers and Placement Officers will re-assign the redesignated officers prior to final scrolling to jobs associated with the officer's new designator.

(5) Detailers will not issue PCS orders for members with packages before the POCR board until DCNP approves the POCR board results. Any officer who will exceed 180 days in a temporary duty status must be addressed on a case-by-case basis, but shall not violate the Joint Federal Travel Regulations.

e. BUPERS-3 will:

(1) Coordinate the day-to-day administration and monthly execution of POCR boards and provide recommendations from POCR board proceedings to DCNP for approval.

(2) Provide yearly status report to CNP of individuals being retained and redesignated or processed for separation, either with or without associated redesignation, under this authority.

(3) Provide monthly status reports to OPNAV (N13) of individuals being retained and redesignated or processed for separation, either with or without associated redesignation, under this authority.

(4) Notify the probationary officer via letter of the board results. If the member is selected for redesignation (either on the Active-Duty List (ADL) or the Reserve Active-Status List (RASL) as Full Time Support (FTS)), the letter shall include points of contact information for the new community manager and detailer. If the member is selected for separation (removal from active duty and selected for Reserve Component (RC) affiliation (Selected Reserve (SELRES) or Individual Ready Reserve (IRR)), or separation only, it shall include PERS-8 and PERS-9 point of contact information.

(5) Ensure that designator changes and losses are administratively accounted for in accordance with paragraph (9).

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(6) Provide OPNAV (N13) information so the accession goal letter can be updated to reflect individual community execution of redesignation quotas.

(7) Provide PERS-4, PERS-8, and PERS-9 a copy of the signed DCNP final decision memorandum associated with each month's POCR board.

f. Assistant Commander, Navy Personnel Command (PERS-8) will:

(1) If redesignation or separation from the ADL (transfer to RASL) is approved, initiate separation action or initiate administrative action for designator change and scroll process for transfers between the ADL and RASL, line and staff, or between staff corps and make applicable designator changes when authorized in accordance with DCNP decision.

(2) Coordinate with BUPERS-3 to identify any probationary officers approved for separation by POCR boards who will not meet the designated separation timeline.

(3) Coordinate with BUPERS-3 to ensure individual officers who, at the time the officer has been identified by PERS-4 for POCR board consideration, were not or should not be otherwise identified for separate administrative or punitive action. Officers that can be identified for administrative or punitive action will not normally be considered.

g. Assistant Commander, Navy Personnel Command (PERS-9) will:

(1) If separation from the ADL and transfer to RASL is approved, a transition assistant (TA) from the career transition office (CTO) will be assigned to assist transitioning officers with a reserve affiliation.

## 5. Definitions

a. Probationary Officer. An officer who has completed less than six years of active commissioned service.

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b. Significant financial investment. Includes, at a minimum:

(1) Probationary officer whose Bachelor's Degree was funded through the Navy, or

(2) Probationary officer who received graduate education or received technical training of six months or greater paid by the Navy after attainment of his/her original degree, to include Baccalaureate Degree Completion Program or Civil Engineer Corps Collegiate, or received an accession bonus.

c. Unique and critical skills. Includes, at a minimum:

(1) Technical degrees and credentials required by communities identified in reference (h), or

(2) Documented foreign language(s) proficiency.

6. Eligible Personnel

a. Probationary officers are considered eligible to appear before a POCR board for any of the following reasons:

(1) Attrition for any reason from an initial course of instruction or duty necessary to obtain a designator, professional warfare qualification, or professional certification required to conduct an officer's duties, regardless of whether they have a remaining active duty service obligation or not.

(2) Loss of warfare qualification or designator - voluntarily or involuntarily.

(3) Failure to obtain or maintain required professional licensure or certification, including loss of nuclear AQDs or in the event of nuclear-trained officers not passing the requisite prospective nuclear engineering officer examination during their division officer tour.

(4) Failure to maintain the security clearance required by their designator as evidenced by a letter from the Department of Defense - Central Adjudication Facility (DOD-CAF), or failure to obtain the initial security clearance required by their

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designator. Officers who fail to obtain or maintain eligibility for a secret clearance (as evidenced by a letter from the DOD-CAF permanently removing their eligibility) will be processed via administrative separation.

(5) Officers in designators with sea-duty career milestones and requirements who are determined fit for continued service but not suitable for sea duty through the medical evaluation board or physical evaluation board process.

(6) Officers who are not suitable for overseas or operational duties due to a permanent physical or mental condition as diagnosed by a board-eligible medical corps officer and who are ineligible for a disability retirement.

(7) Judge Advocate General's or chaplain corps officers who fail to select for career status and who are no longer eligible for further career status consideration.

(8) Surface Warfare Officers (SWO) (111x) who academically fail to graduate from the Advanced Division Officer Course (ADOC).

(9) SWOs (1160) who are temporarily assigned ashore and did not complete their SWO qualification during their initial division officer (DIVO) tour but have not met Commander, Naval Surface Force's non-attainment criteria, will be offered another DIVO job at sea to complete the qualification process. Those officers who refuse to accept an at-sea DIVO assignment will be referred to a POCR board.

(10) SWOs (1110/1160) who fail to screen for department head (DH) after three looks by the screening board, or who are de-screened by the screening board and out of remaining looks, or who will not be recommended for DH in their final DIVO at-sea fitness report (FITREP).

(a) SWOs who have not screened or have been de-screened for DH or those who have not received a DH recommendation in their FITREP (either in block 40 or 41) by the time they are within 6 months of the completion of their second afloat DIVO assignment will have their records reviewed by PERS-41. Surface Warfare Officer Assignment (PERS-41) will contact the individual's CO and request a formal statement on the

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officer's ability to earn a DH recommendation prior to their planned rotation date. If the CO does not intend to recommend the individual for DH, the officer will be offered another at-sea DIVO tour to earn their DH recommendation. Officers, who decline the additional sea tour, will be referred to a PO CR board and will remain in their current assignment until the PO CR board process is complete.

(b) SWOs, who are assigned ashore and fail to screen for DH after three looks by the screening board will be referred to a PO CR board.

(11) Supply Corps Officers who do not complete a minimum of 24 months on their first operational tour and do not achieve their supply corps warfare qualification.

b. Probationary officers meeting the above criteria will receive one of the following from a PO CR board:

(1) Retention on the ADL (in current or new designator),

(2) Removal from the ADL with retention on the RASL in an active duty status via FTS (in current or new designator),

(3) Separation, removal from ADL with retention on RASL in the SELRES or IRR.

(4) Removal from RASL active duty FTS in RASL SELRES or IRR.

(5) Officers are not eligible for further detailing or assignments until adjudication of PO CR board proceedings. For officers who will exceed 180 days in temporary duty status refer to paragraph 4.d.(5).

c. If selected for retention on the ADL or FTS, the officer is no longer eligible for separation by a PO CR board process for the same basis/bases.

d. Any officer selected by a PO CR board for retention on the ADL or FTS that subsequently becomes eligible (due to different circumstances listed earlier in this paragraph) shall be referred to a second PO CR board.



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e. In the case of nuclear-propulsion trained probationary officers, including officers undergoing nuclear propulsion training, any ongoing review of AQD or suitability for continued training will be resolved by the Nuclear Propulsion Program Manager (N133) prior to the officers being considered eligible for a POCR board. Upon adjudication by N133, the OCM will notify BUPERS-3.

7. Execution Policy

a. This authority is to be exercised uniformly for probationary officers meeting applicable criteria. DCNP may exercise discretion and retain officers on the following basis:

(1) For probationary officers whom the Navy has made a significant financial investment.

(2) Probationary officers who possess unique and critical skills or training.

(3) Probationary officers who have significant prior active duty service of such quality that separating them would not be in the best interests of the Navy, or of such duration that separating them would be unjust. Officers separated who have prior active enlisted service will not be barred from subsequently reenlisting in the Navy solely because of their status as an officer.

b. All probationary officers may elect separation as their primary preference. However, POCR boards are not bound to honor an officer's preference to separate if needs of the Navy dictate otherwise. Additionally, POCR boards may choose to recommend DCNP approve redesignation into a community not selected by the officer if needs of the Navy dictate such action.

c. If DCNP supports the POCR board's recommendation to separate an officer, the member will be notified by BUPERS-3 that they have been identified for separation.

d. All probationary officers may be considered for change of designator and/or duty component on a case-by-case basis, consistent with current service needs. Each officer scheduled to be screened by the POCR board, as part of their POCR package, will request their desire to be retained and list up to five

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different communities for redesignation. All active duty (non-FTS) applicants shall include at least one active component (AC) unrestricted line (URL) redesignation community as one of their five preferences, provided the officer is medically qualified. Probationary officers recommended for redesignation shall be redesignated as follows:

(1) AC or FTS status - retain in current designator or redesignate.

(2) FTS - probationary officers on the ADL may be offered redesignation into a FTS officer community when either the member is not recommended for retention on the ADL or when a requested AC officer community is manned at or above 100 percent at the applicable pay grade. However, drop on request flight attrites or academic attrites from the aviation training pipeline will not be allowed to re-enter the aviation training pipeline in order to enter the FTS aviation community. Concurrence on FTS redesignation shall be obtained from the FTS Community Manager (BUPERS-318). Officers selected for redesignation, via POCR board for the FTS program, if subsequently found not physically qualified for that FTS community prior to actual redesignation, will instead be offered redesignation as officers in either the SELRES or IRR of the reserve component.

(3) Reserve Component (RC) affiliation - probationary officers on the ADL may be offered redesignation as officers in either the SELRES or the IRR components. The board can recommend affiliation with SELRES, but it remains the officer's choice to affiliate as a SELRES or as a member of the IRR. Officers may volunteer to become a SELRES, but it is not mandatory. An officer selected for reserve affiliation who volunteers to affiliate with the SELRES, may be offered schools while on active duty. This training may be offered only if the member is redesignated into a new community, the school is reasonably available, and the duration does not cross over the fiscal year.

#### 8. Service Obligation

a. Officers with statutory service obligations will normally be retained in a commissioned status in order to fulfill their obligation. At the discretion of DCNP, regular

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officers who have mobilization potential and are not redesignated within the ADL will be released from active duty and transferred to the RASL into the FTS program or SELRES/IRR status to fulfill their statutory service obligations.

b. Officers who are retained on the ADL and redesignated will incur a two-year service obligation similar to service obligations required by reference (h), or serve out the remainder of their MSR, whichever is greater. This obligation is served concurrent with other obligations (i.e. obligation for initial entry requirements, IGEP, GEV, etc.).

c. Per reference (i), officers who are removed from the ADL and transferred to the RASL in the FTS program will incur a two-year service obligation. Officers who fail to sign their reserve appointment oath of office will be discharged.

9. Execution Procedures

a. On a continuing basis, OCMs, in coordination with PERS-4, will identify all probationary officers within their communities who fall into the categories listed in paragraphs (5) and (6). Officers meeting board consideration criteria with upheld promotions will be considered by POCR boards if the Secretary of the Navy promotion adjudication package has not been reviewed and endorsed by DCNP. If DCNP has endorsed the promotion adjudication package, the officer shall not be boarded until final Secretary of the Navy adjudication is complete. Additionally, officers awaiting administrative actions that may warrant a different type of separation (e.g. PFA failure, misconduct) will not be considered by POCR boards. Officers who meet the criteria for separation under this authority may be considered for a change of designator on a case-by-case basis consistent with current service needs (i.e. community authorized end strength). Any change of designator must be processed expeditiously (within 14 days of DCNP approval), but allowances shall be made for those requiring Secretary of Defense approval to go from URL to the RL or Staff Corps and those desiring the Naval Nuclear Propulsion Program, redesignation as a FTS officer and those probationary officers desiring aviation who have yet to complete the Aviation Selection Test Battery (ASTB) or have yet to be found aeronautically adaptable by the Naval Aviation Medical Institute (NAMI) pursuant to an aviation flight physical.

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b. Procedures for PO CR board:

(1) Probationary officers will be notified by letter from BUPERS-3 using the example template in enclosure (1) that they are being referred to a PO CR board. The notification will include, at a minimum:

(a) Notification regarding why the officer is eligible to be referred to a PO CR board.

(b) Direction that the probationary officer provide the following information within 10 calendar days of receipt of notification:

1. Required information:

a. Request to be retained on or separated from active duty with a listing of five communities to be considered for redesignation. An officer may elect separation as their primary preference. PO CR boards are not bound to honor an officer's preferences and may separate or retain the officer on active duty in any designator if needs of the Navy dictate.

b. Request to be retained in current designator or redesignated, if applicable. List top five designator choices, separation may be listed as one of the five. NOTE: Each officer must include at least one URL designator in the five choices if medically qualified.

c. Chaplain Corps officers being referred to a PO CR board and who are requesting redesignation should include a letter from their ecclesiastical endorser. The ecclesiastical endorser should state their understanding that the officer, if redesignated, will no longer be serving the Navy as a chaplain.

d. Probationary officers seeking redesignation into aviation must provide a copy of passing ASTB scores (4 Academic Qualifications Rating (AQR) / 5 Pilot Flight Aptitude Rating (PFAR) for Pilot applicants; 4 AQR / 5 Flight Officer Aptitude Rating (FOFAR) for NFO applicants) and a copy of Naval Aerospace Medical Institute (NAMI) approved flight physical up chit.

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e. In the event that retention on active duty is not offered, the officer shall state the desire to affiliate with the Reserve FTS Program, or for Reserve affiliation in the SELRES or IRR.

2. Security clearance and adjudication date

3. Copy of college transcripts (official copy not required)

4. Certificates of completion for any certifications or licensures

5. Documented foreign language qualifications

6. Statement of understanding: *"I understand that if I am not selected for retention on active duty, I will be separated from the Navy effective four months from the first day of the month following approval of the Probationary Officer Continuation and Redesignation Board results."*

(2) Each probationary officer will send their package to the BUPERS-3 POCR Program Manager for processing. Officers are encouraged to use e-mail to forward their package to BUPERS-3 and ensure they courtesy copy their respective PERS-4 Detailers. Additionally, applicable BUPERS-3 Officer Community Managers will review each POCR package and make a recommendation to the POCR board based on the following criteria:

(a) Needs of the Navy

(b) Probationary officer's request

(c) Probationary officer's skill set

(d) Significant financial investment incurred by the Navy, as defined in paragraph 5.b

(e) Total length of service

(f) Pay grade inventory versus officer programmed authorizations

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(g) POCR accession quota versus lateral transfer  
quota trade-offs

(h) Ability to fill individual augmentee or be  
world-wide assignable

(i) Accession point in the gaining community

(j) Commissioning source

(k) Prior enlisted service

(l) Record of service (field codes 01 through 10,  
and, if it exists, 17 of service record).

(3) Packages for probationary officers possessing a  
nuclear propulsion AQD, or currently undergoing nuclear  
propulsion training, will be forwarded to the Chief of Naval  
Personnel (OPNAV N133) for coordination with Naval Reactors for  
final disposition and decision.

(4) Packages for probationary officers possessing  
Special Warfare qualification will be forwarded to OPNAV N131H  
for coordination with Naval Special Warfare Command for final  
disposition and decision.

(5) Upon conclusion of POCR boards, BUPERS-3 will send  
an executive summary of the board's recommendation and provide  
an individual recommended action for each officer to DCNP. The  
board shall select each member for one of the outcomes in  
accordance with the POCR board Decision Matrix, enclosure (2).

(6) DCNP will approve or disapprove each individual case  
by annotating his/her decision along with an approved separation  
date (if applicable). POCR board recommendations are not to be  
discussed with Commands or probationary officers for any reason  
prior to DCNP's signed adjudication.

(7) Upon receipt of final adjudication by DCNP, BUPERS-3  
will forward a copy of the approved results to PERS-4, PERS-8,  
and PERS-9.

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A monthly report analyzing both monthly and year-to-date POCR board results will be forwarded to OPNAV (N13).

(8) BUPERS-3 will send a letter to each probationary officer notifying them of DCNP's direction regarding their status in the Navy using the example templates provided in enclosures (3) through (6).

(9) If separation from the ADL is directed, PERS-8 will write separation orders officially notifying each probationary officer via message traffic that they are being separated from active duty.

#### 10. Separation Policy

a. Officers approved for separation through a POCR board will be separated no later than four months from the first day of the month following DCNP's adjudication of their POCR board recommendation. Those officers not assigned to a training command who wish to separate earlier than four months may request of PERS-8 to leave active duty early with an approved command endorsement.

b. DCNP may extend the date of separation (up to 270 days) without the approval of CNP for the following reasons. All information to be considered for extensions must be submitted to the POCR board for further consideration by DCNP.

(1) Those officers approved for redesignation as FTS if scrolling process limitations prevent execution of a reserve officer appointment/oath of office before the allocated time period. Such extensions will not exceed 270 days from time DCNP signs the POCR board results.

(2) Those officers who have demonstrated exceptional personal circumstances (e.g. hardship).

(3) When a COs endorsement indicates separation of the officer would have severe impact to their command's operational mission. COs must so state in their command endorsement for consideration before the POCR board commencing. If presented before a POCR board and supported in its findings, the recommended separation date shall

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be annotated on the post-board recommendations provided to DCNP for approval.

(a) PERS-4 must be consulted on all officers who are assigned to a permanent duty station (not in training).

(b) Detailing an officer in an already occupied billet (double stuffing the billet), in excess of 60 days is not authorized.

c. Per reference (h), any probationary officer who has been found "fit for duty" by a physical evaluation board process cannot be separated from active duty for the same reason without approval from the Secretary of the Navy. This medical situation will not change the POCR board process, but may delay the final probationary officer's separation timeline.

d. Prior to the convening of a POCR board, the probationary officer can challenge their eligibility to appear before the board. However, once the board is concluded, probationary officers cannot appeal the POCR board process or DCNP's final decision.

  
W. F. MORAN

Copy to:  
PERS-4  
PERS-8  
PERS-9  
BUPERS-3





DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

1212  
Ser BUPERS-3/  
[insert date]

From: Deputy Chief of Naval Personnel  
To: [insert rank/first name/last name], USN  
Via: Commanding Officer, [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION (POCR)  
AUTHORITY

Ref: (a) 10 U.S.C. 630 and 647  
(b) SECNAVINST 1920.6C, CH-4  
(c) DoD Instruction 1304.25 of 31 October 2013  
(d) POCR Business Rules of 29 July 2015  
(e) DoD Instruction 1332.29, CH-2 of 20 September 2011

Encl: (1) Information for Consideration by POCR Board

1. References (a) and (b) provide authority for the POCR Board process to discharge or release from active duty, as appropriate, probationary officers with less than six years of service as a commissioned officer.
2. You were identified to go before the POCR Board to be considered for discharge, release from active duty, or retention because you are a probationary officer and a review of your record identified [insert reason] on or about [insert date].
3. The POCR Board will review any information you provide for consideration. Enclosure (1) provides a draft letter for submitting information for consideration by the voting POCR Board members.
4. Per reference (c), officers with statutory service obligations will normally be retained in a commissioned status in order to fulfill their obligation. At the discretion of the Deputy Chief of Naval Personnel (DCNP), regular officers who have mobilization potential and are not redesignated will be released from active duty and transferred to the Reserve Active Status List (RASL) in either the Full-Time Support (FTS) Program, drilling Selected Reserve (SELRES), or Individual Ready Reserves (IRR) to fulfill their statutory service obligations. Reference (d) also provides alternatives that you may request with regard to your assignment and status in the Reserve Component following separation from active duty.
5. As amplified by reference (d) officers who meet the criteria for separation under this authority may be considered for a change of designator on a case-by-case basis, consistent with current service needs. Therefore, to best support the needs of the Navy, you are encouraged to list the top five communities (in priority order) that

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you would like to be considered by for redesignation. You must include a URL designator as one of your five choices if medically qualified.

If separation is desired as your first preference, you should still list four other desired community preferences. You may select from the following communities for your redesignation preferences: Aerospace Engineering Duty Officer (AEDO), Aviation Maintenance Duty Officer (AMDO), Aviation (Pilot/NFO), Civil Engineer Corps (CEC), Engineering Duty Officer (EDO), Explosive Ordnance Disposal (EOD), Human Resources (HR), Information Professional Officer (IP), Information Warfare Officer (IW), Intelligence Officer (INTEL), Oceanographer (OCEANO), Public Affairs Officer (PAO), Supply Corps (SC), and Surface Warfare Officer (SWO). **Note:** You are highly encouraged to contact the Officer Community Managers (OCMs) of the communities that interest you to find out if you qualify for those communities or if they have additional requirements that you need to be eligible for consideration. (e.g. Flight Physical, Academic Profile Code)

6. BUPERS-3 must receive your input by [insert date]. Non-receipt of your letter will not preclude the board from reviewing your record.

Your letter with attachments and your Commanding Officer's endorsement should be scanned and forwarded via email to the BUPERS-31 POCR Program Manager at [insert email] and Assistant POCR Program Manager at [insert email].

You may also **Fax** documents: to (901)874-2063 (ATTN: Probationary Officer Continuation and Redesignation Board). **NOTE:** Annotate your RANK, LAST and FIRST NAME on the top of all documents faxed.

If you don't have access to a scanner or a fax machine, you can mail your package via express delivery to:

BUREAU OF NAVAL PERSONNEL (BUPERS-31)  
ATTN: PROBATIONARY OFFICER CONTINUATION AND  
REDESIGNATION BOARD  
5720 INTEGRITY DRIVE  
BLDG 453  
MILLINGTON, TN 38055-0003

7. The POCR Board will convene on [insert date] to consider your case. The following will be taken into account by the voting POCR Board members:

- Officer inventory needs of the Navy
- Probationary officer's desires
- Probationary officer's education and skills
- Navy-incurred significant financial investment
- Probationary officer's record of service

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8. You will be notified of the board results as expeditiously as possible. However, results of the POCR Board will not be discussed prior to final approval by DCNP. Officers not approved for retention will be discharged or released from active duty and affiliated with the Reserve Component no later than four months from the first day of the month following approval of the POCR Board results.

9. Eligibility for separation pay is outlined in reference (e) and in most cases officers eligible for the POCR Board process will not be eligible for separation pay.

10. You are encouraged to contact the POCR Board Program Manager [insert name] at [insert number] or [insert name] at [insert number] with any questions.

I. M. SIGNER  
By direction

Enclosure (1)

(Command Letter Head)

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Ser  
DD MMM YY

FIRST ENDORSEMENT on Rank, First Last Name, USN, ltr of  
DD Month YY

From: Commanding Officer, (Officer's Command)  
To: Deputy, Chief of Naval Personnel

Subj: INFORMATION FOR CONSIDERATION BY THE PROBATIONARY  
OFFICERS CONTINUATION AND REDESIGNATION BOARD

1. Rank, Name (First, Middle, Last)
2. Command Assigned, Phase of Training (if applicable)
3. Commanding officer's comments. (e.g. opinion on effort exerted, potential for future service, attitude, motivation, recommendation, command operational mission impact if officer is selected for separation and recommended separation date based on command operational requirement, etc.)

Commanding Officer

From: Rank, Name, USN,  
To: Deputy Chief of Naval Personnel  
Via: Commanding Officer, Officer's Command

Subj: INFORMATION FOR CONSIDERATION BY THE PROBATIONARY OFFICER  
CONTINUATION AND REDESIGNATION BOARD

Ref: (a) Notification ltr

1. I acknowledge receipt of reference (a). I acknowledge that I have the right to review my service record and to object to, or comment on, any reason(s) provided in paragraph 2 of reference (a) if, based on my own review of my service record, I believe that I have been improperly identified as being eligible for the Probationary Officer Continuation and Redesignation (POCR) Board. I further understand that my objection to my eligibility must be submitted prior to the POCR Board convening on DD MMM YY.

2. I understand that the Probationary Officer Continuation and Redesignation Board will conduct an assessment of my record to determine my status in the Navy. The following is a list of possible outcomes of that assessment:

a. Retention on active duty in:

- (1) Current designator, or
- (2) Alternative designator

b. Transfer into the Reserve Component in:

- (1) Full Time Support (FTS),
- (2) Selected Reserves (SELRES), or
- (3) Individual Ready Reserve (IRR)

c. Discharge (not offered Reserve affiliation)

3. I respectfully request consideration for: (See Notes Section)

4. Officer's personal comments, contact information and other information: (Officer provide)

Subj: INFORMATION FOR CONSIDERATION BY THE PROBATIONARY OFFICER  
CONTINUATION AND REDESIGNATION BOARD

- a. Security clearance and effective date
- b. Copy of College transcript(s)
- c. Certifications or licensures
- d. Foreign language qualifications
- e. Prior enlisted service; number of months, rank, rate

5. I understand that if I am not selected for retention on active duty, I will be separated from the Navy effective four months from the first day of the month following approval of the Probationary Officer Continuation and Redesignation Board results.

6. I have attached all documentation that I wish to be considered by the Probationary Officer Continuation and Redesignation Board including any objection or comment I have regarding the identified reason(s) for Probationary Officer Continuation and Redesignation Board Consideration.

7. My point of contact information:

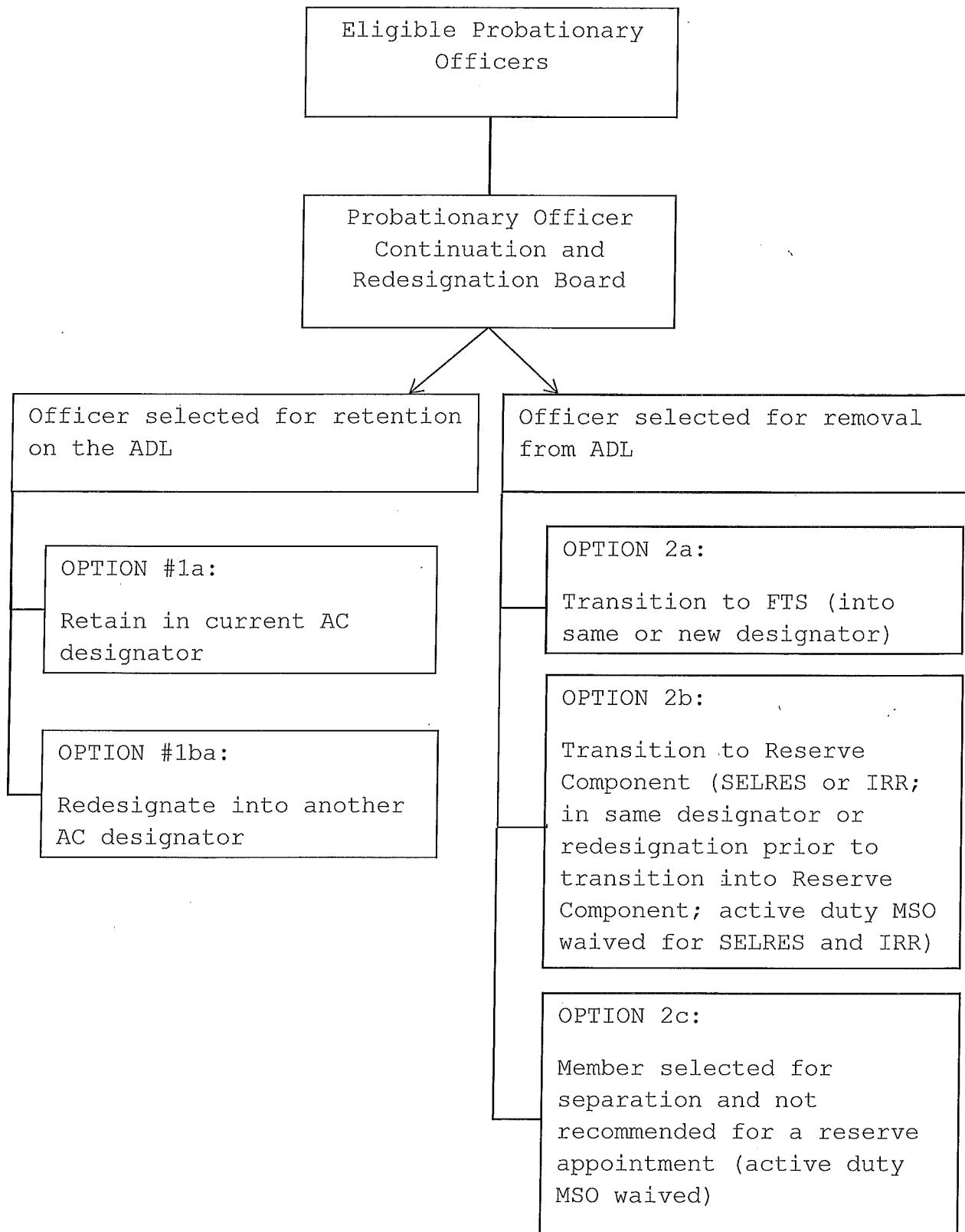
- a. Command Name, Address: (if due to transfer in next 6 months, also add new command)
- b. Work e-mail:
- c. Work phone:
- d. Home phone:
- e. Cell phone:
- f. Other information: (if desired)

FI. MI. LAST NAME

Notes:

1. Redesignation. You should list up to a maximum of five designator choices in priority order even if your desire is for separation. You must include a URL designator in the five choices if medically qualified. If you continue to be qualified in your current designator you should list that designator as well.
2. FTS, SELRES or IRR. If not offered retention on active duty, state preference to affiliate with FTS, SELRES or IRR.
3. Officer may include any additional information he/she deems appropriate.

PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION (POCR) BOARD  
DECISION MATRIX







DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

1212  
Ser BUPERS-3/  
[insert date]

From: Deputy Chief of Naval Personnel  
To: [insert rank/first name/last name], USN  
Via: Commanding Officer, [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION (POCR)  
AUTHORITY BOARD RESULTS

Ref: (a) 10 U.S.C. 630 and 647  
(b) SECNAVINST 1920.6C  
(c) DoD Instruction 1304.25 of 25 Aug '97  
(d) DoD Instruction 1332.29 of 20 Jun 91  
(e) POCR Board Notification Letter ICO subject member

1. This is to inform you that the POCR Board convened on [insert date] and considered your record and any other documents you submitted. The Deputy Chief of Naval Personnel (DCNP) has approved you for retention on the Active Duty List (ADL) in a new designator, [insert designator], pending review of all requirements and qualifications.

2. You may contact the NPC/BUPERS Point of Contact [insert name] at [insert number] for additional information.

I. M. SIGNER  
By direction

Copy to:  
PERS-4  
PERS-8

Enclosure (3)



# DEPARTMENT OF THE NAVY

CHIEF OF NAVAL PERSONNEL

WASHINGTON, D.C. 20370-5000

1212

Ser BUPERS-3/

[insert date]

From: Deputy Chief of Naval Personnel  
To: [insert rank/first name/last name], USN  
Via: Commanding Officer, [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION  
(POCR) AUTHORITY BOARD RESULTS

Ref: (a) 10 U.S.C. 630 and 647  
(b) SECNAVINST 1920.6C  
(c) DoD Instruction 1304.25 of 31 October 2013  
(d) DoD Instruction 1332.29, CH-2 of 20 September 2011  
(e) POCR Board Notification Letter ICO subject member

1. This is to inform you that the POCR Board convened on [insert date] to consider your record and any other documents you submitted. The Deputy Chief of Naval Personnel (DCNP) has approved you for removal from the Active Duty List (ADL) and retention on the Reserve Active Status List (RASL) as a [insert designator], pending review of all requirements and qualifications.

2. To support your transition into the Full-Time Support (FTS), you may contact the NPC/BUPERS Point of Contact, [insert name] at [insert number], for career information.

I. M. SIGNER

By direction

Copy to:  
PERS-4  
PERS-8  
PERS-9

Enclosure (4)



# DEPARTMENT OF THE NAVY

CHIEF OF NAVAL PERSONNEL

WASHINGTON, D.C. 20370-5000

1212

Ser BUPERS-3/

[insert date]

From: Deputy Chief of Naval Personnel  
To: [insert rank/first name/last name], USN  
Via: Commanding Officer, [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION  
AUTHORITY (POCR) BOARD RESULTS

Ref: (a) 10 U.S.C. 630 and 647  
(b) SECNAVINST 1920.6C  
(c) DoD Instruction 1304.25 of 31 October 2013  
(d) DoD Instruction 1332.29, CH-2 of 20 September 2011  
(e) POCR Board Notification Letter ICO subject member

1. This is to inform you that the POCR Board convened on [insert date] and considered your record and any other documents you submitted. The Deputy Chief of Naval Personnel (DCNP) has approved you for removal from the Active Duty List and retention on the Reserve Active Status List as a [insert designator, Selected Reserve (SELRES)/Individual Ready Reserve (IRR)], pending review of all requirements and qualifications.

2. Your date of separation from active duty will be no later than [insert date] or earlier if desired. Separation orders are being processed by Pers-8 and you can expect to receive your orders within 60 days.

3. A Transition Assistant from the Career Transition Office (CTO) will assist you in your transition and Reserve affiliation. Any questions you may have regarding your separation should be directed to the Career Transition Office at email [cto.officer@navy.mil](mailto:cto.officer@navy.mil), COMM (901) 874-4192, DSN 882-4192.

I. M. SIGNER  
By direction

Copy to:  
PERS-8  
PERS-9

Enclosure (5)



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

1212  
Ser BUPERS-3/  
[insert date]

From: Deputy Chief of Naval Personnel  
To: [insert rank/first name/last name], USN  
Via: Commanding Officer, [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION (POCR)  
AUTHORITY BOARD RESULTS

Ref: (a) 10 U.S.C. 630 and 647  
(b) SECNAVINST 1920.6C  
(c) DoD Instruction 1304.25 of 31 October 2013  
(d) DoD Instruction 1332.29, CH-2 of 20 September 2011  
(e) POCR Board Notification Letter ICO subject member

1. This is to inform you that the POCR Board convened on [insert date] and considered your record and any other documents you submitted. The Deputy Chief of Naval Personnel (DCNP) has approved you for separation.

2. Your date of separation from active duty will be no later than [insert date] or earlier if desired. Separation orders are being processed by Pers-8, and you can expect to receive your orders within 60 days. You may explore Navy Reserve affiliation opportunities by contacting the Career Transition Office (CTO) at [cto.officer@navy.mil](mailto:cto.officer@navy.mil).

2. You may contact the Probationary Officer Continuation and Redesignation Board Program Manager [insert name] at [insert number] or [insert name] at [insert number].

I. M. SIGNER  
By direction

Copy to:  
PERS-4  
PERS-8  
PERS-9

Enclosure (6)